

PLEASE POST

Merit System Employment Opportunity Announcement

PLEASE POST

**CITY AND COUNTY OF MONTGOMERY PERSONNEL**

**27 Madison Avenue Montgomery, AL 36104**  
**Jobline: 334/241-2217 Telephone: 334/241-2675 Fax: 334/241-2219**

**[www.montgomerypersonnel.com](http://www.montgomerypersonnel.com)**

**FIREFIGHTER TRAINEE (Training)**

**\$35,403 (\$17.0209 hourly)**

**FIREFIGHTER - \$36,534 - \$45,573**

**CI8005-C**

**10/01/99**

**Revised 5/7/08\***

**MINIMUM REQUIREMENTS:**

- ☐ Applicants shall be at least 18 years of age at the time of employment.
- ☐ Must possess a diploma from a high school accredited by an accrediting agency recognized by the Alabama State Board of Education or possess a General Education Development (GED) certificate. **NOTE:** A passing GPA from a S.A.C.S. accredited college or university may substitute for the S.A.C.S. accredited high school diploma or GED certificate requirement. This does not include internet colleges or trade school coursework.
- ☐ Must meet requirements of physical exam and the Fire Department's weight requirements.
- ☐ Must be of good moral character and have no record of convictions of a misdemeanor or felony involving violence, force, or moral turpitude.
- ☐ Must have a valid driver's license or the ability to obtain a valid Alabama Driver's License prior to employment.
- ☐ **New employees will be required to successfully complete approximately 20 weeks of Montgomery Fire Department recruit school and must obtain an EMT I State License within six months after becoming a certified Firefighter.**  
Beginning on the date of employment, Firefighters are **NOT** to smoke tobacco products or use smokeless tobacco at **ANY** time (on or off duty).
- ☐ **Employment with the City of Montgomery is conditioned upon the potential employee passing a pre-employment drug test. (The drug test will require the submission of a sample of hair, finger nails, and/or urine that will verify illegal drug use.)**

**HOW TO APPLY:** Applications may be obtained from the Montgomery City-County Personnel Department, State Employment Offices, or downloaded from the website. Resumes may be attached to the application, but will not be accepted in the place of a completed application form. **The application must be filed with the Montgomery City-County Personnel Department, 27 Madison Avenue, Montgomery, AL 36104.** No person or departments are authorized to accept applications except the Personnel Department. Applications may be delivered in person, by hand-mail, by the U.S. postal service or any other mail delivery service, or by facsimile (334-241-2219).

**CLOSING DATE:** Completed application and supplemental questionnaire will be accepted until **5:00 p.m., February 13, 2009.**

**KIND OF EXAMINATION:** This is a **continuous** recruitment list. Applications are accepted continuously to ensure there is an available applicant pool to be tested and hired by the **City of Montgomery Fire Department**. The examination will consist of a written examination and a physical agility test.

**BENEFITS:** Employees are offered a competitive benefits package which includes health, dental, and life insurance, paid annual and sick leave, paid holidays, and a retirement program.

**\*revised dates: 10.1.03/10.1.05/2.23.06/10.5.07**

***EMPLOYMENT WITH THE CITY OF MONTGOMERY, MONTGOMERY COUNTY AND MONTGOMERY HOUSING AUTHORITY IS CONDITIONAL UPON THE POTENTIAL EMPLOYEE PASSING A PRE-EMPLOYMENT DRUG TEST. (The drug test may require the submission of a sample of hair, finger nails, and/or urine that will verify illegal drug use.)***

**Equal Employment Opportunity Policy & General Information - See reverse side**

**GENERAL INFORMATION**  
**MONTGOMERY CITY AND COUNTY MERIT SYSTEM EXAMINATION**

PRIOR TO YOUR EMPLOYMENT, YOU WILL BE REQUIRED TO PROVIDE TO YOUR EMPLOYER DOCUMENTATION OF YOUR IDENTITY AND EMPLOYMENT ELIGIBILITY IN ORDER TO COMPLY WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986.

**EQUAL EMPLOYMENT OPPORTUNITY**

Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations or because of race, national origin, or any other non-merit factors is prohibited. Discrimination on the basis of age, sex, or physical disability is prohibited except where specific age, sex, or physical requirements constitute a bona fide occupational qualification necessary to proper and efficient administration.

**REQUEST FOR ACCOMMODATION**

Under the Americans with Disabilities Act, it is the responsibility of the applicant with a disability to request accommodation which he/she requires in order to participate in the application or examination process. The Personnel Department reserves the right to require documentation of the need for accommodation under the ADA. In order to request accommodation in the application or testing process, contact the Personnel Director or Assistant Personnel Director at (334) 241-2675.

**HOW DOES A PERSON QUALIFY?**

Each person must meet the requirements listed in the MINIMUM QUALIFICATIONS part of the examination announcement. DESCRIBE YOUR QUALIFICATIONS AS COMPLETELY AND ACCURATELY AS POSSIBLE. Applications must be completely filled out and received in the Office of the Personnel Department, 27 Madison Avenue, not later than 5:00 P.M. on the closing date specified on the front of this announcement. Applications may be delivered in person, by hand-mail, by the U.S. Postal Service or any other mail delivery service, or by facsimile. Late applications and applications containing false statements will result in disqualification. You will be notified of acceptance of your application.

**EXAMINATION**

The examination may consist of a written test, a performance test, an evaluation of training and experience, an oral examination, or a combination of these. Applicants who meet the minimum qualifications will be notified when and where to report for examination, if required.

**ELIGIBLE REGISTERS**

Candidates who successfully complete all phases of the examination process are placed on a register of eligible candidates and will be notified of their standing on the Eligible Register as soon as practicable. Register information is not given out over the phone in order to protect candidate privacy. Candidates who are not available for employment or refuse employment may be placed in inactive status. Requests to be placed back on active status will be granted when the candidate is available for employment IF made in writing and IF the register is still active.

**APPOINTMENT**

Appointments are made by the City, County, Housing Authority, and Airport Authority, not the Personnel Department. When a vacancy occurs, the eligible register containing the names of the appropriate number of eligible candidates is provided to the requesting department by the Personnel Department for selection. Applicants who are not selected or who are not removed from the register remain on the Eligible Register for a maximum of two years or until there are less than five eligible candidates to select from and a new register must be established. Appointments are ordinarily made at the minimum salary of the salary range for the class.

**WHAT IS THE PROBATIONARY PERIOD?**

Except as otherwise provided herein, all original and promotional appointments are for a probationary period of six (6) months, which period may not be extended beyond six (6) months. Service Maintenance Workers, Recreation Aides and Library Pages have a probationary period of two (2) months. Police Officers have a probationary period of twelve (12) months. This working test period is to determine if the work and work habits of the employee are satisfactory and if the employee merits permanent appointment.

# MONTGOMERY FIRE DEPARTMENT

## *CONDITIONS OF EMPLOYMENT*

**- PLEASE READ CAREFULLY -**

- ☐ A complete and thorough background investigation will be conducted on all candidates before employment.
- ☐ Must be free from any recent illegal drug use.
- ☐ Must not have any felony convictions on your criminal history.
- ☐ Must not have two (2) or more D.U.I. convictions on your driving history. Must not have one (1) D.U.I. conviction on your driving history in the past two (2) years. Must not have eight (8) points or more on your driving history for the past two years.
- ☐ Must be free from inappropriate or offensive tattoos, or tattoos that are visible above the collar bone, or visible on the wrists or hands when wearing a long sleeve shirt.
- ☐ Must be willing to reside inside a radius of 35 straight line miles from the center of the City of Montgomery. If you are living outside that radius, you must be willing to move inside the 35 mile radius within a specified amount of time.

For more information, please contact the **Montgomery Fire Department at (334) 241-2020.**